

Functional Chart

SERVICES DIVISION

To provide administrative supervision, determination of policy, establishment of procedures, coordination with operating and other administrative activities in the U.S. and abroad, for the Supply, Reproduction, Transport, and Property Sections.

CONTRACT

Responsible for negotiation of all contracts, leases and services other than personal. Process contracts covering utilities.

PROCUREMENT

1. Procurement of all supplies and equipment, including supplies and equipment of a specialized nature.
2. Handle purchases in the open market or from existing contracts when cost is less than \$2,000.
3. Handle procurement of materials from governmental sources of supply, including the War Department.
4. Assign control numbers to requisitions received from various branches and maintain a status control of all requests for materials.

STORAGE AND ISSUE

1. Stock, issue and deliver general office supplies to the various offices as requisitioned, and the proper maintenance of stock, including a perpetual inventory of stock on hand.
2. Stock, issue and delivery of general office furniture and equipment maintained for stock, such as desks, chairs, typewriters, etc.
3. Maintain stock of operational equipment and supplies procured from unvouchered funds for shipment to overseas missions as required.
4. Receiving and delivering of all materials procured by Procurement Unit to the requesting offices.
5. Packing and arranging for the shipment of outgoing shipments on Government Bills of Lading.

REAL ESTATE

1. Responsible for the maintenance of buildings assigned to the agency by the Public Buildings Administration, including repairs and alterations.
2. Responsible for procurement of utilities required by CIG in Washington not under jurisdiction of Public Buildings Administration.
3. Responsible for space utilization and preparation and submission of monthly space reports to Public Buildings Administration and War Dept.
4. Handle all internal physical moves of CIG offices in Washington.

MISCELLANEOUS

Maintenance and repair of office machines in use throughout the agency and perform such services required of the Supply Section which do not fall under the jurisdiction of any one of the above mentioned units.

PRINTING

Printing of documents by mimeograph, offset print or type set press, collating, and binding of reports, etc.

SUPPLY SECTION

1. Determine questions of policy affecting procurement, and supervise the procurement, storage, issue, and shipment of all materials required within the continental limits of U.S., whether intended for domestic or overseas use, from every source of supply, including materials which are considered to be of a secret or confidential nature.
2. Originate requests for cargo shipments for overseas missions.

REPRODUCTION

